



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 16, 2015	Closing Date:	July 30, 2015
Job Title:	Differentiated Case Management Coordinator	Position Type:	Regular Full Time
PIN:	060052	FLSA Status:	Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J12 \$44,450 - \$53,023 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: This position provides administrative support for the Judge in charge of the civil docket and assists the court in the efficient operation of the civil docket. Duties include scheduling civil dockets after review of case files for completeness and accuracy; Assessing the case type and identification of the appropriate tracking; Referring cases to the civil mediation coordinator for assignment to mediation; Issuing scheduling orders; Attending civil hearings; Preparing scheduling orders and entering peace orders based on court proceedings; Coordinating the E-filing project for asbestos cases; Preparing reports, civil case-flow assessments, and materials for special projects; Developing policies and procedures for civil cases; Responding to inquiries from the public, attorneys, judges, and other government agencies; and Performing other related duties as assigned.

Education: Graduation from an accredited high school or GED.

Experience: Seven years of legal administrative support or paralegal experience, five years of which must have been in a trial or Appellate court of the United State or in a legal environment.

OR

Education: Associates Degree and/or Paralegal Degree/Certificate.

Experience: Five years of legal administrative support or paralegal experience, three years of which must have been in a trial or Appellate court of the United State or in a legal environment.

OR

Education: Bachelor's Degree.

Experience: Three years of legal administrative support or paralegal experience, two years of which must have been in a trial or Appellate court of the United State or in a legal environment.

Preferred: Completion of the Court Supervisor/Manager Certificate Program.

Skills/Abilities: Knowledge of the Annotated Code of Maryland; Ability to read and interpret civil court files; Ability to operate standard office equipment; Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public; Ability to learn and apply job-related terminology, policies, procedures, regulations and laws; Ability to set priorities and simultaneously process multiple duties and responsibilities; Ability to perform the essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Circuit Court for Baltimore City
Room 446 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.